



**Department of Energy**  
**Environmental Management Consolidated Business Center (EMCBC)**

**Date: 02/21/06**

**Subject: Travel Card Management Oversight Policy**

POLICIES AND PROCEDURES

APPROVED: \_\_\_\_\_

EMCBC Director

This policy has been put in place to identify Delinquent and Misuse Notification of Travel Cards:

- Each month, the EMCBC Travel Charge Card Program Coordinator (TCC) will review the "Travel Card Delinquent Report" provided to the EMCBC by Headquarters (HQ) and notify delinquent employees.
- The first notification of delinquent payment; more than 30 days old, or travel card misuse, will come from the TCC to the employee, with a copy to the employee's supervisor.
- The second notification of delinquent payment; more than 60 days old, or travel card misuse, will come from the TCC to the employee, the supervisor, and the Director, EMCBC. The employee's supervisor will provide the Director with a written response to the circumstances surrounding the delinquency, any mitigating actions or necessary interventions by other EMCBC departments (Financial Management, Legal Services, etc.), and any personnel actions taken by the supervisor. The Assistant Director, Financial Management will be copied on this correspondence.
- At the request of, or in coordination with the employee's supervisor, the TCC will cancel any employee's travel card as deemed necessary. This action can be taken without the approval of the supervisor; if deemed appropriate by the Assistant Director, Financial Management.

**Travel Card Non-Usage:**

- Once a year, the TCC sends correspondence to EMCBC Senior Staff and the Managers at the EMCBC serviced Field Offices; requesting that they review the necessity of a government travel card for their employees who have not traveled in a year or more.
- At the request of the EMCBC Senior Staff, and the Managers at EMCBC serviced Field Offices; the TCC will cancel any employee travel cards that are not necessary.